



<http://www.maine.gov/nrsc>

Public Service	Career Diversity
Retirement	Promotional Opportunities
Benefits	Over 10,000 Employees
Paid Holidays	Statewide Locations
Training	Seasonal Jobs
Full Time	Part Time

HOW TO APPLY: Interested applicants need to submit a cover letter, detailed resume, copy of official college transcript and complete and submit a State of Maine Direct Hire Application.

SEND COMPLETED APPLICATIONS TO:
Natural Resources Service Center
Thomas Cotnoir, HR Generalist
155 State House Station
Augusta, Maine 04333

OR email your application material to:
NRSCdirecthireapplications@maine.gov

Phone: 207-624-6396

Fax: 207-287-2216

APPLICATIONS MUST BE RECEIVED BY:
5:00 pm, February 19, 2016.

Direct Hire Application forms can be obtained by contacting the NRSC Human Resource Office at 624-6370 or by accessing the NRSC website at <http://www.maine.gov/nrsc/jobs/application.shtml>

BENEFITS:

Value of State's share of Employee's

Retirement: 15.3% of pay, **Employee Pays:** 7.65% of pay

Value of State-paid Dental Insurance:
\$13.13 biweekly

Value of State-paid Health Insurance*:
Level 1: 100% State Contribution = \$397.61 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$377.73 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$357.85 biweekly (Employee pays: 10%)

Level 4: 85% State Contribution = \$337.97 biweekly (Employee pays: 15%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program.

Direct Hire Career Opportunity Bulletin

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Division of Financial and Personnel Services

SENIOR STAFF ACCOUNTANT – 2 Vacancies

Opening Date: January 13, 2016

Closing Date: February 19, 2016

Location: Augusta – Security & Employment Service Center, Natural Resources Service Center

Position Type: Permanent Full Time

Class Code: 0330

Grade/Salary: 23 \$38,812.80 – \$52,998.40

The Department of Administrative & Financial Services is an innovative organization that coordinates a number of central services for agencies within Maine State Government. The Division of Financial and Personnel Services provides financial and budgetary management services to several cabinet level agencies in the Executive Branch of state government. These positions provide leadership to financial management professionals and provide critical federal financial grant management resources to various executive branch agencies of the State. The Security and Employment Service Center and the Natural Resources Service Center are teaming to post two vacancies in this job classification. Indicate a Service Center preference in your cover letter.

JOB DUTIES: The incumbent will be a critical member of the team managing the financial resources of various executive branch agencies. As a Senior Staff Accountant, you will develop and initiate business and internal controls to ensure proper accountability of fiscal operations. You will interpret and apply accounting theory and principles and adapt procedures and reporting techniques in order to ensure compliance with governing laws, rules, regulations, policies, and procedures. The incumbent will prepare required financial statements, federal financial status reports and related notes and disclosures in order to communicate relevant financial information to concerned parties and federal granting agencies. In this position, you will consult with agency program managers and internal/external financial staff in order to identify business needs, compliance issues, and reporting requirements and ensure compliance with state/federal fiscal policies or other special requirements. You will review and analyze financial and operational reports in accordance with GAAP & GASB standards and provide leadership and technical guidance to Staff Accountants and other paraprofessional staff. Successful candidates will be knowledgeable of GAAP and GASB and skilled in the use of standard desktop technology, particularly spreadsheets. These positions are located in Augusta.

MINIMUM REQUIREMENTS: Certification as a CPA, CIA, or CGFM ; OR a Master Degree from an accredited educational institution in Business Administration; OR a Bachelor Degree from an accredited educational institution in Accounting (or any Bachelor Degree from an accredited educational institution which includes 18 semester hours of accounting coursework) and 3 years of professional accounting experience*; OR an Associate Degree from an accredited educational institution in Accounting and 5 years of practical, progressively responsible accounting experience (3 years of which must be at the professional level*); OR 8 years of practical, progressively responsible accounting experience (4 years of which must be at the professional level*). It is important to submit a copy of your transcript with your application materials highlighting applicable courses completed.

* Experience must demonstrate comprehension and application of Generally Accepted Accounting Principles and Governmental Accounting Standards Board guidelines and must demonstrate the ability to (1) analyze and reconcile financial data and records for the purpose of business financial planning; (2) design, recommend, and implement modifications of accounting methods, procedures, forms, and records; (3) prepare financial statements and reports such as balance sheets and other operating statements; (4) analyze and interpret laws, regulations, codes and ordinances to ensure appropriateness of financial transactions and accounting structure; and (5) analyze complex accounts and accounting relationships that result in complex accounting entries.

The cover letter you submit with your application materials should address how your background demonstrates the following competencies:

1. A thorough and mature comprehension of Maine state laws, rules, regulations, policies and other directives from central control agencies that directly impact program operations and management at the agency level.
2. A proven ability to effectively communicate with diverse group dynamics.
3. Demonstrated skill in fostering positive teamwork in a collaborative spirit to resolve difficult matters.
4. A proven and demonstrated ability to recognize potential issues and proactively work to address concerns and take appropriate action.